



# **Capitol Complex Conference Room Directory**

August, 2016



## Capitol Complex Conference Room Directory

The Capitol Complex Conference Room Directory was created to aid in the scheduling of shared conference rooms among state agencies, with the majority of those in the Capitol Complex. We have compiled information from 19 buildings and over 15 departments with the cooperation of many employees. We hope that it is helpful to you.

In this directory you will find an alphabetical listing of the buildings in the Capitol Complex and downtown St. Paul. The Capitol Complex building listing has descriptions of available conference rooms, and lists the capacity, equipment and contact person for each.

If you have any changes (e.g., contact people, phone numbers, equipment), please contact **Minnesota Management & Budget** at (651) 201-8000.

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>Administration Building</b>				
<b>First Floor</b>				
116B	40	Plant Management	651-201-2300	Lectern SmartBoard with dedicated computer Conference phone #651 201-3040
116C	30	Plant Management	651-201-2300	Lectern SmartBoard with dedicated computer, Videocamera, fixed with microphone Conference phone #651-201-2359
<b>Armory</b>				
Gymnasium		Dan Bronk	651-282-4046	Call for details
<b>Centennial Office Building</b>				
<b>Ground Floor</b>				
Blazing Star	30-45	Karen Ricci	651-201-1187	Phone in room #651-296-1492
Lady Slipper	40	Plant Management	651-201-2300	Lectern SmartBoard with dedicated computer Overhead projector with screen Videocamera, fixed with microphone Conference phone #651-201-2341
Loon Room	16	Verona Mitchell	651-201-1166	16 computers Whiteboard Overhead projector with screen Phone # 651-556-0536
Columbine Room	16	Mary Crosson or Roxanne LaPlante	651-201-8196 or 651-201-8080	Computer Training Room No phone
Prairie Clover	15	Verona Mitchell	651-201-1166	Computer Training Room Phone #
<b>2th Floor (MMB)</b>				
Crow Wing	20	MMB Front Desk	651-201-8000	Internet, Phone
Camden	12-15	MMB Front Desk	651-201-8000	Internet, Phone
St Croix	25-30	MMB Front Desk	651-201-8000	Internet, Phone

4th Floor				
Executive	12	MMB Front Desk	651-201-8000	<b>MMB USE ONLY</b> (651-201-8135 OR 651-201-8136)
Ed Ziegler	35	MMB Front Desk	651-201-8000	Internet, phone (651-201-8134) whiteboard & projection screen available (call Ryan Borre 651-201-3652)
John Ludwig	12	MMB Front Desk	651-201-8000	Internet, phone (651-201-8137) & whiteboard available (call Ryan Borre 651-201-3652)
Northwoods	12	MMB Front Desk	651-201-8000	Internet, phone (651-201-8138) whiteboard & projection screen available (call Ryan Borre 651-201-3652)
Capitol View	12	MMB Front Desk	651-201-8000	Internet, phone (651-201-8133) & whiteboard available (call Ryan Borre 651-201-3652)
These rooms cannot be scheduled more than one week in advance				
Department of Employee and Economic Development				
1 <sup>st</sup> Floor Training Room	70	Teri Davids	651-259-7112	
Fleming Field Airport (no cost)				
	24 sitting at tables, 40 in lecture configuration	Glenn Burke, Airport Manager	651-554-3350 (Office) 651-485-7442 (mobile)	Wireless internet access, LCD projector and speakers *SEE Attach page. Pictures of the conference room are at the end of this document
Freeman Bldg				
B144	50	Receptionist	651-201-6550	You have to provide your own equipment. This room can be combined with room B145 to accommodate up to 100 people.
B145	50	Receptionist	651-201-6550	You have to provide your own equipment. This room can be combined with room B144 to accommodate up to 100 people.
Hiway Fed Credit Union Admin Bldg				
		Tina Jones	651-789-3061	

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>House</b>				
		Megan	651-296-8880 651-296-9183	
<b>Human Services</b>				
		Bill Lunz	651-431-2207	
<b>Judicial Center</b>				
The Judicial Center is a secure facility. If you would like to schedule a conference room, but are not from a state agency, you must have a contact person that is employed at the Judicial Center. Judicial Center has a 30-day out rule.				
<b>Ground Floor</b>				
Auditorium	37	Receptionist	297-7650	
GO2	8	Receptionist	297-7650	
G31	18	Receptionist	297-7650	
G03	8	Receptionist	297-7650	
G04	10	Receptionist	297-7650	
Law Library	10-12	Susan Larson	297-7651	
<b>2nd Floor</b>				
Conference Room 220	14	Receptionist	297-7650	Not available Thursday or Friday
Conference Room 225	20	Receptionist	297-7650	Not available Thursday or Friday
Conference Room 230	40	Receptionist	297-7650	Not available Thursday or Friday
<b>Met Council</b>				
		Receptionist	651-602-1000	390 Robert St N
<b>Minnesota Historical Society</b>				
Irvine Room	5-40 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031
3M - Auditorium	75-340 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
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**There is a cost to use the Minnesota Historical Society rooms ranging from \$200 - \$800; for up to 4 consecutive hours of use. Additional hourly charges will apply after first 4 hours.**

In-house catering provided by Bon Appetit Catering.

Parking: \$5.00/car

\*Deluxe Classrooms 1 and 2 can be used in combination

Minnesota Housing				
Suite 100	75 (Classroom Style)	Cheryl Goldberg	651-296-2172	Projector and Screen, Phone
Public Safety (BCA)				
	150 (Trng Rm)	Christina Martin	651-793-1103	Internet (your own laptop), Projector/screen
Retirement Systems Building				
Boardroom	20 at table, 15 chairs against wall	Gladys Rodriguez	651-201-2691	Internet, projector and screen, whiteboard, podium and conference phone available
Training Room	75	Gladys Rodriguez	651-201-2691	Internet, projector and screen, whiteboard, podium and microphone
* Retirement Systems Building charges a fee for use of either room. * Parking free in front of building. Training room is set up classroom style, but can set up however you want (at end of meeting - return to classroom style)				
Revenue Bldg				
Skjegstad Rm / Rm2000-	120 – 135 (at tables)	Kathy Anderson	651-556-5555	Cannot reserve more than 2 weeks ahead Own laptop (internet wireless) Overhead Projector
State Capitol Building				
<b>All rooms are unavailable due to renovation</b>				
State Office Building				
Basement				
Basement Hearing Room	279 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 34

<b>Ground Floor</b>				
5 (Hearing Room)	208 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 35
10 (Hearing Room)	217 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 32
<b>2nd Floor</b>		<b>Receptionist</b>	<b>651-296-0306</b>	
200 (Hearing Room)	215 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 42
<b>3rd Floor</b>		<b>Receptionist</b>	<b>651-296-0306</b>	
300 North (Hearing Room)	93 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
300 South (Hearing Room)	92 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 22
<b>4th Floor</b>		<b>Receptionist</b>	<b>651-296-0306</b>	
400 North (Hearing Room)	56 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
400 South (Hearing Room)	42 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
<b>5th Floor</b>		<b>Receptionist</b>	<b>651-296-0306</b>	
500 North (Hearing Room)	93 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
500 South (Hearing Room)	97 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 27
Projection screens and recording equipment in hearing rooms. Whiteboard & phone				
<b>Transportation Building</b>				
<b>3rd Floor</b>				
360	16	Receptionist	651-366-3871	
<b>Veterans Service Building</b>				
<b>5th Floor</b>				
Vets B	50	Governor's Office	651-201-3400	Whiteboard, screen, lectern, projector, microphone, and ceiling speakers No internet or wifi Phone in common area, not in room

## Fleming Field Airport

**Location:** Fleming Field Airport  
1725 Henry Avenue South St Paul MN 55075

**Description:**

The conference room is located inside the South St Paul Fleming Field airport terminal building. The room is brightly lit with windows along one wall and will comfortably handle 24 people sitting at tables and up to 40 in lecture configuration. It is well equipped, including wireless internet access, LCD projector and speakers.

**Distance:** about 15 minutes by car from downtown St Paul (9.5 miles).

**Directions from downtown St Paul:**

- Hwy 52 south to upper 55<sup>th</sup> (first exit south of 494)
- Right at top of ramp (east) to "T", about ½ mile. A city park and airport will appear on the right.
- Right at "T" (south) onto Henry Avenue
- Henry Avenue runs into the parking lot for the terminal building the conference room is in.

**Conference room size:**

24' x 48' (1,152 sq ft)

**Equipment**

- 13 tables
- 37 chairs
- LCD projector/screen
- Wireless Internet
- White boards at both ends
- Podium
- Restrooms

**Contact:**

Airport Manager: Glenn Burke      651.554.3350 (office)  
651.485.7442 (mobile)

**Fee:**

None for government agencies



Click on link and it will take you to Administration and at the bottom of the page there is another link that will take you to complete listing of all capitol complex conference rooms.